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<b>Supplemental</b>	<p><a href="#">Click to view the Supplemental Application Form</a></p> <p><b>All applicants for this job announcement are required to complete and attach the Supplemental Application Form to their standard employment application or submit via email to <a href="mailto:cssjobs@css.lacounty.gov">cssjobs@css.lacounty.gov</a> or by faxing us at (213) 480-0821, within 15 calendar days from the application filing date.</b></p>
<b>Bulletin Number</b>	37344BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Community and Senior Services
<b>Position Title</b>	COMMUNITY CENTER SPECIALIST II
<b>Rebulletin Information</b>	<p><b>THIS ANNOUNCEMENT IS A REBULLETIN TO REOPEN THE FILING PERIOD. PERSONS WHO HAVE ALREADY APPLIED WITHIN THE LAST 12 MONTHS NEED NOT REAPPLY.</b></p> <p><b>FILING WILL START EFFECTIVE WEDNESDAY, OCTOBER 8, 2014, AND WILL BE SUSPENDED WEDNESDAY, OCTOBER 8, 2014 AT 5:00 P.M (PST). THE EXAM WILL REOPEN AS THE NEEDS OF THE SERVICE REQUIRE</b></p>
<b>Exam Number</b>	f8204D
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	10/08/2014
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3872.00
<b>Salary Maximum</b>	5076.00
<b>Position/Program Information</b>	<p>Acts as assistant to an administrative head of a diversified multi-program community service or senior center. Positions allocable to this class are found in the Department of Community and Senior Services and receive technical direction from a Community Center Director. These positions serve as lead staff in a community service or senior center and have responsibility for coordinating the work of community center and auxiliary staff who provide direct and outreach human services to a large client population in a specific geographic area. Incumbents must possess a thorough knowledge of community needs, resources and problems. Incumbents must also be aware of private community agencies interested in specialized activities and must be able to resolve community problems.</p>
<b>Essential Job Functions</b>	<p>Under technical direction and general supervision of a community center director, the community center specialist II is responsible for the following essential job functions:</p> <p>Assists the Community Center Director in directing specialized human services programs, information, referral, and crisis intervention and emergency services.</p> <p>Assists in developing and implementing center objectives, policies, and procedures within the framework of center program objectives and the needs of the individual communities served by the center.</p> <p>Assists in planning, organizing, assigning, directing, and evaluating the performance of center staff and volunteers.</p> <p>Assists in planning, initiating and coordinating specialized programs designed to meet community needs.</p> <p>Assists in public relations efforts within the center area and participates in community activities and organizations in order to define community needs, promote development of service resources, and gain community support.</p>

Assists community-based organizations in establishing and coordinating services and resources, including preparing grant proposals for private and government funding.

Coordinates centers' programs with other county services and community resources such as schools, law enforcement agencies and medical facilities, and faith-based organizations to develop a unified service delivery system relevant to the specific needs of the community.

Assists in the formulation and interpretation of departmental policies as they relate to the center's operation.

Assists the Community Center Director in the identification of special problems and unmet needs in the community and performs special assignments as directed.

Assists the Community Center Director in developing, coordinating and evaluating in-house services and community-based projects.

Provides training for staff regarding service delivery techniques, such as crisis intervention and interviewing skills, and clarifies County regulations, procedures, and policies.

Handles crisis situations and contacts creditors, law enforcement agencies, employers and other public or private institutions on behalf of clients to reconcile differences; assists community members with translating and/or understanding the content of a form or document; determines client needs to coordinate an appropriate plan of action; provides accurate resource information, and understands when an issue requires legal advice for referral to an attorney or legal agency/organization.

Provides consultative services to community-based organizations and apprises these groups of center activities and County resources.

Acts as alternate agency liaison to the Center Advisory Board established in select centers as needed.

## Requirements

### MINIMUM REQUIREMENTS:

Two years of experience in a responsible administrative, supervisory, and consultative\* or staff capacity\*\* in the field of human services such as employment, social welfare\*\*\*\*, or community services. The required experience must have included active participation in identifying community problems and analyzing and making recommendations for their solution - OR - One year of experience performing the duties of a Community Center Specialist I\*\*\*\*\* or its equivalent.

## Physical Class

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

## License(s) Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

## Desirable Qualifications

- **Associates of Art degree\*\*\*\*\* or successful completion of 60 semester units, from an accredited\*\*\*\*\* college or university.**
- **Demonstrative experience in public speaking and conducting presentations to a diverse audience**
- **Demonstrative experience in consensus building and coordinating groups with conflicting needs and wants to work together.**
- **Demonstrative experience using Microsoft suite to prepare a variety of documents such as: correspondence, worksheet reports, and presentations**
- **Bilingual proficiency**

## Special Requirement Information

**\*Consultative capacity** is defined as one who, as an expert in a specialized field, expresses views, provides opinions, and recommends courses of action to be taken on problems presented by others for resolution. Persons who provide such advisory or consultative services do not regularly perform or supervise the performance of the day-to-day work in the specialized field.

**\*\*Staff capacity** is defined as work performed to assist and support administration by doing research and making recommendations to administration for the solution of problems of organization, procedure, program, budget, or personnel at the level of Los Angeles County's class of **Administrative Aid**\*\*\* or higher.

**\*\*\*Administrative Aid**, under close supervision, performs beginning level administrative staff work by participating, in making investigations of operating problems in a County department..

**\*\*\*\***For this examination, **social welfare** refers to assisting members of the community on a variety of programs and services in the areas of adult development and training needs, education, employment; and, networking with the public, local businesses and other public agencies to support community based programs.

**\*\*\*\*\***Experience at the level of the County of Los Angeles class of **Community Center Specialist I** is defined as providing human services to clients and assists in the development and coordination of community-based programs.

Please refer to Los Angeles County's Community Center Specialist I class specification (Item #8203) for a full position description:

[http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search.detail&cs\\_id=2211](http://dhrdcap.co.la.ca.us/classspec/index.cfm?fuseaction=search.detail&cs_id=2211)

**\*\*\*\*\***In order to receive credit for any college course work, or any type of college degree, such as an Associate's or Bachelor's degree, you must attach a legible copy of the official diploma and/or official transcripts, or official letter from the accredited institution\*\*\*\*\* with your application, or within 15 calendar days from the application filing date.

## Accreditation Information

### Accreditation:

**\*\*\*\*\***Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

## Examination Content

This examination will consist of an evaluation of training and experience based upon application information, supplemental application form, and desirable qualifications (bolded in black) weighted 100%.

Candidates must achieve a passing score of 70% or higher on this examination in order to be placed on the Eligible Register.

## Special Information

Appointees may be required to work any shift including evenings, nights, weekends and holidays.

## Vacancy Information

The resulting eligible register for this examination will be used to fill vacancies in the Department of Community and Senior Services.

**Eligibility  
Information**

Applicants will be processed on an as-received basis and promulgated to the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**PASSING THIS EXAMINATION AND BEING PLACED ON THE ELIGIBLE REGISTER DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.**

**NO PERSON MAY COMPETE IN THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.**

**Available Shift  
Application and  
Filing Information**

Any

**APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, EMAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system.

We may reject your application at any time during the selection process.

We may close this examination without prior notice.

This exam may reopen as the needs of the service require.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Note: If you are unable to attach required documents, you may submit them via email to [cssjobs@css.lacounty.gov](mailto:cssjobs@css.lacounty.gov) or by faxing us at (213) 480-0821, within 15 calendar days from the application filing date. Please include exam number and exam title.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the minimum requirements. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete it will be rejected.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los  
Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of**

**1990 and the California Fair Employment and Housing Act by clicking on the link below:**

COUNTY OF LOS ANGELES BULLETIN INFORMATION

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Rosa Marquez
<b>Department Contact Phone</b>	(213) 738 2332
<b>Department Contact Email</b>	cssjobs@css.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2604
<b>Teletype Phone</b>	(213) 427-6169
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Job Field</b>	Administration Social Services General Government Services/Other
<b>Job Type</b>	All Others

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